



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award (Two Page)

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:
Not under your security in FPPS;
Amount of award is \$5000 or greater; or
FY cumulative amount is \$5000 or greater
4. Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name: Gayle Jefferson Employee ID #: (b) (6)
Position Title (optional): SUPVY FACILITY OPERATIONS SPECIALIST PP-Series-Grade (optional): GS-1640-15
Organization (optional): OMS/OA/FMSD (HAA00000)

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award
☐ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): \$0.00 AND/OR Total Number of Hours: 40.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☐ Moderate ☐ Substantial ☒ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

Gayle Jefferson has worked very closely with OLEM over the past year, and continues to provide outstanding support to the entire AAship. After moving two of OLEM's offices from PY to the RRB a few years ago, the offices had a lengthy "punch list" of items needing to be resolved following the relocation. Gayle took the initiative to pull a working group together that consisted of OLEM leadership (OUST and FFRRO) and staff, the RRB EPA Building Manager, and FMSD leadership to meet monthly to walk through building issues/concerns/problems, and then worked with GSA to bring a majority of the issues to resolution. This effort was extremely helpful to the OLEM offices, and it helped to build a stronger relationship between the occupants and the EPA Building Manager for the RRB.

Most recently, Gayle has taken a personal role in working closely with OLEM to help work through their issues and concerns with the upcoming space consolidation effort which will involve all of the OLEM employees at the FTC as well as the employees relocating from PYS to the FTC. Gayle's personal level of support and commitment to OLEM has been very helpful to the OLEM leadership team, and to those working on the consolidation effort. Gayle's understanding of OLEM's programs also supports FMSD and its contractors in identifying placement of program offices in the new OLEM footprint.

Gayle's contributions are regarded as high value and give extended benefits to the work assignments which fully supports the recommended award of 40 hours time-off.